



DWD Issuance 21-2008

Issued: May 12, 2009  
Effective: May 6, 2009

**Subject: Career Assistance Program (CAP) Domestic Violence Policy**

1. Purpose: To provide CAP case managers a revised policy regarding Domestic Violence for Temporary Assistance (TA) applicants and recipients.
2. Background: Reauthorization of the Temporary Assistance to Needy Families (TANF) was achieved through the Deficit Reduction Act (DRA) of 2005, when the Department of Health and Human Services (HHS) released the final regulations on February 5, 2008. Temporary Assistance (TA) applicants and recipients receive employment and training services through the Career Assistance Program (CAP).  
  
CAP serves TA applicants and recipients who are victims of domestic violence. These individuals require services to be provided in a different manner, and may need to temporarily not participate in CAP for his/her and/or the family's safety.
3. Substance: Attached is the Domestic Violence policy. Significant elements include:
  - Description
  - Guidelines for Case Managing Victims of Domestic Violence
  - Domestic Violence Determined by FSD
  - CAP Domestic Violence Screening and Assessment
  - Restricting/Unrestricting Toolbox 2.0 Records
  - Mailing Address for Letters and Payments
4. Action: Effective May 6, 2009, Local Workforce Investment Boards and program operators must comply with this guidance when implementing and operating CAP. The revised "Domestic Violence" policy is effective upon receipt of this policy Issuance. CAP Service Providers should replace the current "Domestic Violence" policy pages with this policy in the current CAP policy manual. This policy should be kept in the new "Policies for Applicants and Recipients" section of the manual.

5. Contact: Questions or comments regarding this issuance should be directed to Susan Petersen, Manager, Self Sufficiency Programs, at 573.526.8266 or [susan.petersen@ded.mo.gov](mailto:susan.petersen@ded.mo.gov)
6. Reference: Department of Health and Human Services (HHS), Final Rule, 45 CFR Parts 261, 262, 263, and 265, in the Federal Register on Tuesday, February 5, 2008  
[http://www.acf.hhs.gov/programs/ofa/law-reg/law\\_index.html](http://www.acf.hhs.gov/programs/ofa/law-reg/law_index.html)
7. Rescissions: Current “Domestic Violence” Policy
8. Attachments: #1 CAP Domestic Violence Policy and Toolbox 2.0 Instructions



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